

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110002-3

CONTROL NO.
DDS/OF-072

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Request for Late and Missing Bank Statements and Related Checks and Documents

2. TYPE OF REPORT
 STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA
PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE
ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED: 7
5. FREQUENCY (weekly, monthly, quarterly, etc.): Quarterly
6. DISTRIBUTION (No. of components not number of copies): 3

7. FORMAT (memorandum, form, computer print-out, etc): Memorandum
8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
 NO
9. DIRECTIVE AUTHORITY REQUIRING REPORT: Finance Division Operating Procedure #30-350-5

10. PREPARING COMPONENT (include lowest level contributing information to report): PPS
11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.):

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9-10	\$ 6.17		3		\$ 18.51		4		\$ 74.04
GS-06	3.86		1		3.86		4		15.44
									\$ 89.48

B. COSTS OF COMPUTER PRODUCED REPORTS

									TOTAL COSTS PER YEAR	\$ 89.48
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13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Contained in directive referenced in section 9, above, dated 9 April 1968 and signed by the then Acting Chief, Finance Division.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
 RETAIN AS IS OTHER (explain)
 CHANGE
 DISCONTINUE
ESTIMATED SAVINGS
MAN-HOURS DOLLARS

16. DATE OF INVENTORY: 23 Sept. 1970
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110002-3
18. EXTENSION